

Birling Parish Council

Draft Minutes of Meeting held on Tuesday 14 November 2017 in Birling Village Hall at 8pm

Present: Councillors Mrs J Westwood (Chair)
Mr Neil Hewett Mr Stuart Hirst
Mr Guy Nevill Mrs Helen Walker
Mrs Sylvia Spooner
Clerk Ms Pilbeam
County Councillor Mrs Sarah Hohler

1 Apologies for Absence and Declarations of Interest

Cllr Grimmatt gave apologies for which reasons were given and accepted.
Cllr Matthew Balfour also gave apologies.

2 Declarations of Interest

There were none.

3 Reports

Cllr Hohler reported that the public consultation for the KCC budget is online until 3rd December. It was discussed that there may be reductions in rural bus services to make savings. Cllr Hohler reported that the Castle Way left turn has been made permanent and alterations are being made to lining and cambers. There are no results from the speed test as yet although councillors raised that this had not actually been carried out. Mrs Hohler agreed to investigate. It was reported that the surfacing has been completed from Ryarsh into Birling. 'Slow' road markings and pedestrians in the road signs are still to be put in. The large pothole on the footpath on Birling Road was confirmed as being repaired very rapidly. The planning permission for the new hall at Ryarsh School was also acknowledged.

Cllr Hohler reported that she is chairing a group on the future of libraries. Online and mobile library services were discussed and it was noted that this should be promoted on the parish council's website and social media.

Cllr Walker entered the meeting at 20.04pm

Cllr Walker asked about the traffic count and Cllr Hohler confirmed that she would follow this up.

Cllr Nevill entered the meeting at 20.07pm

Cllr Hohler left the meeting 20.11pm

It was noted that there had been no crimes reported although motorbikes had been heard over the weekend and that this should be monitored.

4 **Open Forum**

There were no members of the public present.

5 **Approval and Signing of Minutes of Previous Month's Meeting**

It was **RESOLVED** that the minutes of the meeting held on Tuesday 10 October 2017 be **APPROVED** and they were **SIGNED** by the Vice Chair following minor amendments to the declarations of interest. 'Cllr Nevil 10 (i) and Cllr Hewett 11(ii)'.

6 **Matters arising and last month's circulation**

(a) Actions from October's meeting

i. Box Tree by War Memorial

Cllr Hirst reported that the work had been completed satisfactorily. Cllr Hirst was thanked for his help in the matter.

ii. War Memorial improvements project

The Clerk reported that the company had been contacted for a site visit to quote for the work to the base. The Clerk will share the date for councillors to attend if available.

It was reported that during the Remembrance Day wreath laying access to the memorial was difficult and a gentle slope may make the access easier. It was also noted that the wooden fencing and chain could be replaced with something more appropriate.

It was also noted that further quotes will be required and the war memorial commission may need to be consulted.

It was also noted that there may be funding available.

iii. Traffic Survey

This had been discussed by Cllr Hohler.

iv. Broadband

It was noted that the broadband work has been completed and a fast service is available from various broadband providers at extra cost.

v. Ham Hill Quarry

Cllr Westwood reported that the final decision had been received from KCC and the two extra conditions had been agreed. It was reported that Tonbridge and Malling Borough Council are taking over the monitoring of this from Kent County Council.

vi. DCLG Consultation Response

Cllr Hewett reported the response sent on behalf of the Parish Council was in line with the Kent Association of Local Councils and Tonbridge and Malling Borough Council.

Cllr Hewett was thanked for his contribution.

vii. Church Clock

It was noted that the clock had been adjusted to the correct time.

viii. Local Government Pension Scheme

It was reported that Kent County Council are progressing the pension fund application.

ix. Vegetation issues in Birling Park

The Clerk reported that KCC had performed a land registry check on the land next to Birling Park, this had shown that KCC own the verge from the roadside to the stream and the housing association own the rest of the land in question. It was reported that KCC have performed the cut for the year and the Clerk is chasing the housing association to cut their property.

(b) Matters for Information circulated to councillors

i.	KALC latest events	05/10/2017
ii.	KCC Urban Grass Cut 6 Programme	11/10/2017
iii.	Monthly bus updates for Aug & Sep	11/10/2017
iv.	KALC Community Awards Scheme 2018	11/10/2017
v.	South East Water annual stakeholder survey	11/10/2017
vi.	West Kent Updates	11/10/2017
vii.	DCLG consultation – disqualification criteria	11/10/2017
viii.	KCC Budget Consultation	14/10/2017
ix.	M20J4 Castle Way Works Newsletter	14/10/2017
	It was reported that this has been put on the village noticeboard	
x.	Powers of PCSOs	16/10/2017
xi.	E Watch 1494	16/10/2017
xii.	T&M KALC Committee Meeting	21/10/2017
xiii.	E Watch 1495	21/10/2017
xiv.	West Kent Updates BA 2,3	21/10/2017
xv.	West Kent Updates BA 2	21/10/2017
xvi.	NALC Chief Exec Bulletin	21/10/2017
xvii.	Knitted Poppy Day Support	21/10/2017
xviii.	2018 Boundary Review (Parliamentary)	21/10/2017
	It was noted that Birling will remain in Tonbridge and Cllr Westwood will review the consultation document for comments	
xix.	West Kent Updates	30/10/2017
xx.	KALC Event announcement	30/10/2017
xxi.	Ham Hill Quarry Liaison Group notes	30/10/2017
xxii.	Works information M20 junctions 5-6	30/10/2017
xxiii.	NALC news release council tax capping	05/11/2017
xxiv.	KALC response to DCLG planning consultation	05/11/2017
xxv.	KALC General Data Protection Regulations	05/11/2017
	It was noted that the Clerk and Chairman will attend the forthcoming training meetings to ensure that the Parish Council comply with the new regulations.	
xxvi.	KALC Crime Prevention and Safety conference	05/11/2017
xxvii.	E-Watch 1497, 1498,1499 & 1500	05/11/2017
xxviii.	TMBC Agenda for Area 2 Planning Committee	05/11/2017
xxix.	TMBC response to DCLG planning consultation	05/11/2017
xxx.	Highways notification of works to A21 Sevenoaks	05/11/2017
xxxi.	West Kent Updates B2	05/11/2017

(c) Any other matters arising from the minutes

Cllr Hirst asked about junction 5-6 M20 works and it was confirmed that the campaigning is continuing to perform the footbridge works at the same time.

7. Meetings attended on behalf of the Parish Council

(a) KALC Area Committee 12/10/2017 - Cllr Westwood

The Parish Charter was discussed and a revised draft had been circulated. It was noted that legal assistance was not covered in the charter. Cllr Westwood will report back after the next meeting the area committee.

(b) Ham Hill Quarry Liaison Group meeting 19/10/2017 – Cllr Westwood

Cllr Westwood reported that there is a plan to replace the existing plant that recycles the tarmac to a more modern plant. It was discussed that this is likely to reduce the odour issues. It was also suggested that the plant would move to a different position away from Sandy Lane and loading bays could be improved. It was noted

that the new plan could mean this is a better facility for Birling and good for employment in the area.

(c) KCC Highways seminar 23/10/2017 – Clerk

The Clerk circulated a briefing report of the seminar.

The recent improvements in Offham were raised and it was discussed that S106 monies from future local developments are important to consider for the future.

(d) Friends of All Saints Birling 23/10/2017 – Cllr Walker

Cllr Walker reported that some residents from Birling attended the first 'Friends' meeting. The main points of discussion were how the church building could be modernised to increase usage. The co-ordinating of local events was discussed. It was **RESOLVED** for the Clerk to investigate with the other local Clerks concerning event dates for next year.

It was noted that the Parish Council could contact local stakeholders in such as Church Events, Village Summer Party, Christmas, Garden Society and Flower Festival and co-ordinate events for 2018.

8. Parish Business and Decisions

i. Online services

a) To receive update on new website platform

It was noted that a history page will be included and it was asked that photos of front covers and ISBN numbers for local books be included.

Cllr Nevil agreed to share these with the Clerk

b) It was **RESOLVED** to expend £94.00 + VAT to purchase 'birling.gov.uk' domain.

c) To approve Microsoft Exchange Mailbox Local Government Plan @ £2.60 per user per month.

It was **RESOLVED** for the Clerk & Chairman to set up .gov.uk mailboxes.

d) The creation of Facebook page 'Birling Parish Council' was **RESOLVED**

e) The creation of Twitter page 'Birling Parish Council' was **RESOLVED**

It was also **RESOLVED** to create an Instagram account

f) A draft Social Media Policy was circulated prior to the meeting. It was **RESOLVED** to adopt the social media policy.

ii. Welcome letter to new residents

To approve welcome letter for new residents (*page 11*)

It was **RESOLVED** to adopt the welcome letter with the following amendments:

To add in website address

To add in that residents can purchase books from the church

To add in reference to Snodland museum

Change to noticeboard by the post box

Rowland Hilder not Hillier

To add in 'Village activities, events and services'

iii. LED Street Lighting

To report quote of £7900 to upgrade lighting to LED

It was **RESOLVED** to proceed with the LED upgrading.

8 Correspondence

i. Letter from PS Homes concerning vehicle obstruction 18/09/2017

It was **RESOLVED** for the Clerk to send a holding letter to PS Homes.

ii. DCLG Consultation – Planning for the right homes 19/09/2017

It was **RESOLVED** for Cllr Hewett to prepare a response for the consultation and submit to the Clerk for return before 9th November 2017.

- iii. Ryarsh Brickworks – Related Bus Services 26/09/2017
- iv. Invitation to Community Transport Away Day 02/10/2017
- v. Complaint from Birling Park resident 02/10/2017

It was **RESOLVED** for the Clerk to continue investigating land ownership

8 Correspondence

(a) Letter from PS Homes concerning vehicle obstruction

10 Financial Matters

- (a) To approve Bank Reconciliation October 2017
- (b) To note budget position year to date October 2017
- (c) To approve quarterly accounting statements Quarter 2 2017
This item was previously signed by Cllr Grimmett
- (d) To approve PAYE record October 2017
- (e) Cheques to be signed:

Payee	Budget	Cheque No.	Amount	Description
J Miller	Staff Costs	1553	£ 298.71	November salary
J Miller	Clerk expenses	1554	£ 45.94	Tea/coffee/stationery
HMRC	Staff Costs	1555	£ 292.60	HMRC PAYE August - November

10 Roads

(a) JPTCG

To note postponement of September meeting and request for future speakers/topics

(b) Resurfacing Works

This was reported as complete.

(c) No right turn in to Castle Way

This was noted.

(d) Inconsiderate Parking on Bull Road

The PCSO had attended to the situation.

(b) Any other road issues to be reported

It was noted that the 30mph repeater signs were in some cases obscured and others required cleaning. It was noted that this had been reported on the KCC fault reporting website.

11 Planning

(a) Applications to be considered

- i. TM/17/02443/FL Bull Cottage 2 Bull Road, Birling, ME19 5JE
Amended drawings and amended location plan received 23.10.17
First floor side extension
It was noted that the proposal had been approved by Tonbridge and Malling Borough Council.

(b) Decisions by Tonbridge and Malling Borough Council

There were none.

12 Matters for future meetings

It was noted that the precept will be agreed at the next meeting.

13 Date of next meeting

As previously agreed the next meeting will be held at **8pm on Tuesday 12 December 2017**. There being no further business the meeting closed at 22.12pm.